

Risk assessment

Woodstock Road Baptist Church

Assessment carried out by: Staff team and elders

Date of next review: October 2021

Date assessment was carried out: June 2020 and amended 10th December 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1a. Preparation for services – general cleaning						
Transmission of infection	Anyone attending services or using the building to prepare for services Potential for illness	Compliance with H&S policy but no specific action on Covid-19 other than that in place prior to lockdown	Thorough cleaning needs to continue each week.	Martin and Liz continue to clean the church every week Thursday.	Weekly	✓
Transmission of infection	Anyone attending services or using the building to prepare for services Potential for illness	As above	A thorough clean will be completed by M& L on Thursdays. Clean will include a disinfectant spray + wipe of surfaces. All other groups will be responsible for cleaning door handles etc.	M&L / volunteers	Every Thursday Throughout the week by individual groups	✓

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1b Preparation for services – seating & layout of the church						
Transmission of infection	Anyone attending services. Potential for illness	As above	<p>Set out red chairs in rows with slightly wider gap between rows than pre pandemic. Aim to get 150 chairs set out.</p> <p>Booking no longer required.</p>	<p>Jonathan Rabbitt to do initial set up prior to service on 25th July.</p> <p>Chairs will then be cleared on Sunday after the service ready for Tuesday coffee shop. Chairs will be set out on Friday after Youth Group.</p>	25/7/21	✓
1c Cleaning toilets						
Transmission of infection	Anyone who attends	H&S policy in place & provision for hygiene & cleaning	Order surface sanitisers for all toilet cubicles (Cathedral Hygiene)	JR	2/7/20	✓

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2 Welcome team and managing Sunday services						
Anxiety	Anyone attending services	Welcome team in place but impacted by lockdown and health concerns	Ensure a viable Welcome Team is in place: Jenny to brief welcome team on new layout and advice to sit distant from others.	JR	23/7/21	✓
Anxiety	Anyone attending services	Shortage of Welcome Team members	Recruit additional welcome team members as required	JR & AR to consider suitable people; JR to recruit	Ready for first service on 12/7/20.	✓
Anxiety Anxiety	Anyone attending services As above	N/a N/a	The Welcome Team will have an important role in a) directing people where necessary but also b) putting people at their ease as some people will not have been to a service for over a year. <ul style="list-style-type: none"> • Welcome & direct to hand sanitiser stations • Direct to seats • Encourage people to sit distant from others. • Encourage people to be mindful of others needs and preferences 	JR to brief welcome team via email.	23/7/21	✓

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Transmission of infection	Anyone attending church service	Hand sanitiser purchased prior to lockdown. We have an adequate supply of soap	Hand sanitiser dispensers will stay in place for use. A supply of masks and gloves will also be maintained.	JR	As soon as possible	✓
Transmission of infection	Anyone attending church service	Compliance with H&S policy but no specific action on Covid-19 other than that in place prior to lockdown	Maximize ventilation <ul style="list-style-type: none"> Windows and doors to be kept open (subject to weather and traffic noise) 	Welcome team / deacons / volunteers	Each Sunday service	✓
Transmission of infection	Anyone attending church; Potential for illness	As above	Masks are required to be worn by law. <ul style="list-style-type: none"> Supply of masks to be available as necessary 	Individual responsibility of those attending; JR will purchase additional PPE	Each Sunday service	✓
Transmission of infection	As above	As above	Communion <ul style="list-style-type: none"> Bread to be cut before service in kitchen by a person wearing PPE consisting of mask, gloves and apron and placed on plates spread out so easy 	Elders & Jenny Reid	20/9/20	✓

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			<p>for a person to take on piece without touching other pieces.</p> <ul style="list-style-type: none"> • Wine to be poured into individual cups in kitchen by a person wearing PPE as above. Cups to be spaces out in carrying trays so that people can take one cup easily without touching other cups. • Two servers to carry bread and cups round congregation. They must sanitise hands before serving and be wearing a face mask. • Cups to be collected after the service by a person wearing gloves and then washed in hot soapy water. Cups can be left to dry and then put away on Monday morning. 			

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Transmission of infection	Anyone attending church; potential for illness	As above	Music and Readings <ul style="list-style-type: none"> • Singing permitted in the building during a service by music group and congregation. • Singers to stand facing away from congregation and each other. • Congregational reading permitted (but only at normal voice) to increase participation 	Service leaders and trustees	25/7/21	✓
3. Communication strategy						
Lack of awareness / compliance leading to increased risk of infection	Anyone attending church service; potential for illness	Information disseminated by email, in Sunday services and on website	Communication strategy: <ul style="list-style-type: none"> • Initial notification and explanation at AGM, covering plans as lockdown regulations are relaxed and services may be allowed to resume. Continue to communicate via emails to the church as more announcements made by government. 	AR to give initial explanation of plans at AGM	24.6.21. Ongoing	✓

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Lack of awareness / compliance leading to increased risk of infection	Anyone attending church service; potential for illness	Information disseminated by email, in Sunday services and on website	<ul style="list-style-type: none"> Disseminate information during church services, by email and website Publish risk assessment on website (when complete) 	Elders JR and elders	Ongoing Prior to first service on 12 th July	✓
Transmission of infection Virus 'hotspots'	Anyone attending church service; Population at large Risk of illness	N/a	Continued monitoring of government guidelines (inc notifications of hotspots and reintroduction of restrictions)	Elders	Ongoing	✓

4. Creche and Sunday School						
Transmission of infection	Anyone attending church service; potential illness	N/a	<p>Regulations now allow a creche to be run during the morning service.</p> <p>A rota has been set up. Two helpers are required. The window will be opened for good ventilation and wipes provided for cleaning toys. Face masks are not required by helpers but can be worn if they would prefer.</p>	Elders and deacons	18/4/21.	✓
				Parents JR & deacons		
				JR	As soon as possible.	✓
Transmission of infection	Anyone attending church service; potential illness	N/a	<p>Regulations now allow Sunday School to take place for children in the primary years.</p> <p>Two classes will be run one in the Manse front room and one in the old manse kitchen. Children will remain with their families for the first part of the service and then will go out to Sunday School. Children will then be collected by their parents at the end of the service.</p>	Elders and Sunday School Teachers	5/9/21	✓

Transmission of infection	Anyone attending church service; potential illness	N/a	Parents will be informed of the start of Sunday School for their children by email.	JR	5/9/21.	✓
Transmission of infection	Anyone attending church service; potential illness	N/a	Face Masks. Government Guidance says that teachers are not obliged to wear face masks when teaching children.	Sunday School Teachers	12/4/21	✓
			Hand sanitiser dispensers are provided in the back hall and by the door to the Manse	Deacons	13/9/20	✓
Transmission of infection	Anyone attending church service; potential for serious illness or death	N/a	Youth Groups are also able to meet in person again. Please see separate Risk Assessment	Youth Team and Jenny	12/4/21	✓

5. Attendance at Sunday services:

- Please do not come to church for a Sunday service (or other church activity) if you have any of the symptoms associated with Covid 19, namely a persistent cough, a change to your sense of taste or smell, and a high temperature. There are additional symptoms that are also worth checking out; sneezing, sore throat, headache, and what feels like a bad cold. If you do experience these symptoms, please take a PCR test and stay at home until you get the result.
- We would also encourage everyone to make regular use of the lateral flow tests (available to collect from pharmacies) to reduce the possibility of coming to church having contracted the virus but being asymptomatic - thereby increasing the risk of transmission.
- The wearing of face masks is required in places of worship. We would encourage everyone to continue to wear their face coverings while singing if they feel able to do so. However we recognise that not everyone will feel able to do this. Therefore, there will be a reasonable excuse to remove a mask to sing if someone wishes to do so.
- Although social distancing is no longer a legal requirement we will encourage people to sit with space between household groups.
- We would encourage you to still use the NHS Covid App to check into our church building using the QR codes that are displayed.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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